Clallam Transit System

POSITION DESCRIPTION
for
Paratransit Driver

POSITION SUMMARY
Responsible for operating paratransit vehicles to transport passengers to various destinations within the service area.

DUTIES AND RESPONSIBILITIES
(May not perform all duties listed at all times nor are all duties listed. Other duties and responsibilities may be required as appropriate.)

Drives paratransit vehicles to transport passengers on fixed route, out of service area, demand/response, or origin-to-destination service.

Assists Dispatcher with routes and narratives.

Assists elderly passengers and persons with disabilities with loading/unloading, and securement of wheelchairs within established safety procedures. Physically evacuates passengers in any emergency situations.

Regulates hearing, lighting, and ventilation systems for passengers.

Complies with all traffic and driving regulations.

Operates vehicles in a safe and prudent manner.

Works regularly unless excused by the proper authority.

Reports promptly any delays, accidents, and other incidents that may affect operations.

Maintains records and makes reports as required.

Inspects vehicles and performs pre-operation, during operation, and post-operation checks.

Promotes positive passenger relations by acting in a tactful, courteous manner.

Applies for and maintains a good standing membership in the recognized union.

IMMEDIATE SUPERVISOR
Operations Supervisor.

JOB REQUIREMENTS
Physically capable of operating paratransit vehicles.

Experience driving paratransit vehicles desirable.

Demonstrated ability to work regularly.

Driving record that is acceptable to CTS' insurance carrier.

Possess a valid Washington State Driver's License.

Vision correctable to 20/20.

High school diploma or recognized equivalency desirable.

Good oral and written communication skills.

Willing to attend training and orientation courses and ability to satisfactorily complete those courses.

Satisfactorily complete a six (6) month probationary period.

Wear company uniform while on duty and maintain good grooming standards.

Work effectively with other employees and the general public.

Work a normal work week which is Sunday through Saturday. Hours of work will vary according to work assignments. Work assignments are determined by a seniority bid system. Split shifts, weekends, holidays, and/or night work may be required.

WAGE AND BENEFITS

Wage and benefits are pursuant to the CTS/ATU labor agreement (excluding temporary status Paratransit Drivers).

PHYSICAL DEMANDS/WORKING CONDITIONS

The Paratransit Driver spends approximately 60% of his/her shift sitting and operating a paratransit vehicle. Duties also require periodic standing to assist passengers. Moderate lifting, bending, and crouching may be required to assist passengers in boarding and exiting vehicle, including carrying packages and lifting wheelchairs weighing up to 50 lbs., loading/unloading and pushing/pulling occupied wheelchairs without assistance (with assistance there is more than one step). While driving, the employee may be exposed to hazards related to adverse weather conditions or vehicular traffic. Must be able to reach and stretch to do pre/post check of vehicle, adjust mirrors and operate radio and MDT.

This position is not exempt from the Fair Labor Standards Act.

This position is considered safety-sensitive and subject to random resting under the CTS Drug and Alcohol Abuse Policy.

11/2011